

# Planning for 7-1-7 Adoption + Use activity

## Guidance for organizers

### Overview

This document provides guidance to organizers on the Planning for 7-1-7 Adoption + Use activity included in **day 4** of the 7-1-7 technical training package.

This is an optional, flexible group activity that can be used to produce concrete outputs from the workshop to help initiate 7-1-7 adoption and use.

**Please read this document in detail if you intend to include this activity in your 7-1-7 training workshop.**

### Timing

In the sample agenda and day 4 slides, this activity is allocated 90 minutes, with an additional 45 minutes for report-back and discussion. This can be shortened or lengthened depending on time constraints and desired outputs.

### Pre-written activity options

There are three pre-written activity options with different outputs. Select one based on the desired outputs from the workshop and the experiences / knowledge of the workshop participants. For example, if the training is for frontline data/surveillance staff then the data-focused activity option may be more suitable than the one orientated towards policy guidance.

**To pick one of the pre-written slide options, unhide the corresponding slide in the day 4 slide deck. Edit the slide as desired.**

### Option 1: Develop a mapping of and plan for stakeholders and existing systems relevant to 7-1-7

This activity results in completed stakeholder and existing systems mappings, along with detailed plans with timelines and specific activities for stakeholder engagement and integration of 7-1-7 into existing systems. This helps move the 7-1-7 adoption components forward.

Use the following tools on the 7-1-7 Alliance website:

- [7-1-7 Stakeholder Mapping tool](#)
- [7-1-7 Existing Systems Mapping tool](#)
- [7-1-7 Digital Toolkit](#) – for detailed guidance if needed.

Select this option if:

- Workshop participants have a good understanding of the diverse stakeholders and systems in the country/jurisdiction that are relevant for 7-1-7

- You are in the early stages of 7-1-7 adoption and have not yet thoroughly mapped stakeholder and existing systems
- You have an action plan for how you/others will follow-up on the outputs from this activity.

### Option 2: Develop recommendations for data-related 7-1-7 workflows

This activity results in plans/recommendations for data-related workflows for 7-1-7, which helps move data-related aspects of 7-1-7 workflow integration forward. The pre-written topics and questions to guide discussion/planning in the corresponding day 4 slide include:

#### 7-1-7 data versus existing data

- How do existing data align with 7-1-7 variables and definitions? Which 7-1-7 data are already collected? Which are missing? What are the differences and how can they be aligned?

#### 7-1-7 data collection

- Who will collect 7-1-7 data, when, using what form(s), and how will information flow to the 7-1-7 coordination team? If an existing form is used, how will it be modified to include 7-1-7 data?

#### 7-1-7 data consolidation

- Who will consolidate data into which database and how often? What changes are needed for the database? Who will verify/correct the data and how?

#### 7-1-7 data synthesis

- Who will synthesize the consolidated data, when, and using what? What types of analyses will be done? Which additional variables are needed for those analyses? How will findings be written up and disseminated?

Other or additional topics can be included based on your context, needs, and background/experience of the participants. The [7-1-7 Digital Toolkit](#) can be used for detailed guidance during this activity.

Select this option if:

- At least some workshop participants have a good understanding of outbreak data in existing systems, processes for how outbreak data collection, how data flows across government levels (e.g., from the ground to the central level), and other data-related information relevant to 7-1-7
- Members of the 7-1-7 coordination team are present (optional, but it will help with the data consolidation and synthesis planning)
- You have an action plan for how you/others will follow-up on the outputs from this activity.

### Option 3: Identify and develop recommendations for incorporating 7-1-7 into relevant policies, SOPs, and guidelines

This activity results in recommendations and plans for how to incorporate 7-1-7 into key policies, SOPs, guidelines, or other relevant documents in the country or jurisdiction. This helps with 7-1-7 buy-in, effectiveness, and sustainability. The [7-1-7 Digital Toolkit](#) can be used for detailed guidance during this activity.

This activity has multiple parts, including first identifying relevant policies, SOPs or guidelines prioritizing them based on which ones will most impact 7-1-7 effectiveness and are feasible to influence, and then

developing recommendations for how to integrate 7-1-7 into the selected documents (with a suggestion that each group works on one). This may involve making a plan of how/where 7-1-7 best fits into the document; which stakeholders to engage to make or recommend such changes; a timeline; etc. If you already know which policies / SOPs / guidelines should be reviewed, then consider adjusting the activity accordingly.

This activity can further benefit from pre-workshop planning, including having outbreak-related policies, SOPs or guidelines available electronically or on paper for review.

Select this option if:

- The workshop participants have a good understanding of the policies, SOPs or guidelines related to outbreak detection, notification, and response in the country or jurisdiction
- You have an action plan for how you/others will follow up on the outputs from this activity.